



# United States Department of the Interior

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May 9, 2000

## EMS TRANSMISSION

Information Bulletin No. HR-2000-094

To: All BC, HR, NI, RS, NPIT, and WO Field BIA Liaison Office Employees

From: Director, National Human Resources Management Center

Subject: Thrift Savings Plan Open Season DD: 7/31/00

The next open season for Thrift Savings Plan (TSP) begins May 15, 2000 and ends July 31, 2000. During this open season, as long as you are eligible, you may elect to begin contributing to the TSP, change the amount of your TSP contribution or change the allocation of your contributions among the three investment funds.

**Change in Open Season Dates.** After the close of this open season, the dates of the TSP open seasons will **change** to October 15 through December 31 and April 15 through June 30. The corresponding election periods will then be the months of December and June.

**May 2000 Participant Statements.** The National Finance Center (NFC) will issue Thrift Savings Plan participant statements in late May. The participant statements will contain cumulative account information as of April 30, 2000 and detailed account activity for the six-month period from November 1, 1999 through April 30, 2000.

You may invest all or any part of your TSP contributions in any of the three TSP investments funds: the Government Securities Investment (G) Fund, the Common Stock Index Investment C Fund, and the Fixed Income Index Investment (F) Fund. This is true whether you are covered by the Federal Employees' Retirement System (FERS) or the Civil Service Retirement System (CSRS).

Who is Eligible? You may make a TSP election this open season if your latest appointment to a position covered by FERS or CSRS was before December 31, 1999, **or** if your latest appointment to a position covered by FERS or CSRS was on or after July 1, 1999, but before December 31, 1999 **and** you had been eligible to participate in the TSP during a prior open season.

If you stopped your TSP contributions during an open season, you must wait until the next open season to start again. If you stopped outside of an open season, you must wait until the second open season after you stop before you can contribute again.

How the investment opportunity affects FERS employees: Your investment election applies to **all** contributions made to your TSP account, i.e., Employee Agency Automatic (1%) and Agency Matching Contributions. However, even if you are not making Employee Contributions, you may still make a TSP election to invest all or any portion of your Agency Automatic (1%) contributions in any of the three funds. This is true even if you are not able to make an election to contribute this open season because you stopped contributing.

How to make an open season election: To make an open season election, submit a completed Election Form, TSP-1 to the National Human Resources Management Center, Employee/Labor Relations and Employee Development Group, HR-220. Forms are available in the NHRMC office, Building 50, or through the TSP web site at [www.tsp.gov](http://www.tsp.gov).

Employees can also make an open season election by utilizing Employee Express. Employee Express is available for open season elections by dialing 1-800-827-6254 on any touch tone phone. You will need your TSP PIN available to access the Employee Express.

REMINDER: Your Employee Express PIN is not the same as your TSP PIN. Please make sure you are using the appropriate PIN when accessing your accounts.

Only one of these methods can be used by employees. Do not use both methods to make an open season election.

Effective date of open season elections: If your election form is received in and accepted by the NHRMC, (HR-220) by close of business June 30, 2000, it will be effective July 2, 2000. If you make an open season election after this date, it will be effective on the first day of the first full pay period after it has been accepted. For this open season, all elections must be submitted to HR-220 to arrive by no later than close of business **July 31, 2000**.

Where to obtain more information about the TSP: The booklet, "Summary of the Thrift Savings Plan for Federal Employees," dated March 1997 describes the TSP in detail and will be available in the NHRMC. You may also access the TSP Web Site at [www.tsp.gov](http://www.tsp.gov) for current information.

If you have questions concerning the TSP, please contact Lenna Gerwing at (303) 236-6667.

Signed by:  
Linda D. Sedbrook  
Director

Authenticated by:  
Darlene Robitaille  
Secretary

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